

## Assignment 3

Textbook Assignment: "Operation of the Sales Outlets (continued)," chapter 2, pages 2-25 through 2-34, and "Stowage," chapter 3, Pages 3-1 through 3-12.

- Questions 3-1 through 3-36 refer to chapter 2 of the text.

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Learning Objective: Identify the general procedures used for inventorying and restocking the sales outlet. (cont'd)

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- 3-1. Before the actual inventory counting begins, the sales outlet operator should accomplish which of the following tasks?
1. Prelist the space being inventoried
  2. Stack all merchandise neatly
  3. Arrange similar items together
  4. All of the above
- 3-2. What reference should the retail store operator use as a guide when preparing stock requirements for the retail store?
1. Basic stock list
  2. NAVSUP P-485
  3. Ship's Store Contract Bulletin
  4. Ship's Store Afloat Catalog
- 3-3. Within what temperature range should the retail store be kept to protect perishable items?
1. 70°F to 75°F
  2. 65°F to 70°F
  3. 60°F to 65°F
  4. 55°F to 60°F

- 3-4. What individual approves the sanitation requirements for each of the sales outlets?

1. The commanding officer
2. The senior member of the medical department
3. The leading Ship's Serviceman
4. The ship's store officer

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Learning Objective: Identify the procedures used for the proper operation of the vending and amusement machines.

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- 3-5. The cash from the vending machine should be collected at which of the following times while the ship is in port?
1. Daily and on weekends when the volume of business exceeds \$150
  2. Before making repairs to the coin mechanism or the vending machine
  3. On the last business day of the month when it falls on a weekend or holiday
  4. All of the above
- 3-6. The quantity of canned drinks in the custody of the vending machine operator is determined at what frequency?
1. Weekly
  2. Monthly
  3. Quarterly
  4. Annually

3-7. During the daily collections of the vending machine, the meter reading was 10295. If the previous meter reading was 09956 and the selling price per can was raised from 35 cents to 40 cents at the time of the last collection, how much cash should be collected from the vending machine?

1. \$115.60
2. \$118.65
3. \$135.60
4. \$148.60

3-8. The vending machine operator should be issued money boxes for use in the vending machines by what individual?

1. The person responsible for making collections
2. The disbursing officer
3. The leading Ship's Serviceman
4. The supply officer

3-9. The key that locks the money box into the vending machine will be kept by what individual?

1. The ship's store officer
2. The cash collection agent
3. The disbursing officer
4. The vending machine operator

● In answering question 3-10, refer to the information in the following paragraph.

You are the vending machine operator on a large ship and you are delivering the locked money box to the person making collections. The vending machine from which you removed the money box is not equipped with a meter or cash totalizer and you must compute the number of cans you sold. At the time of the last collection there were 112 cans in the vending machine. At the time of collection there are 95 cans in the vending machine and you placed 750 cans in the machine since the last collection.

3-10. How many cans did you sell since the last collection?

1. 543
2. 733
3. 767
4. 957

3-11. When the ship's store officer or cash collection agent is not aboard to accept the locked money box and a night depository safe is not available, the vending machine operator will turn the locked money box over to the supply department duty officer or another commissioned officer for safekeeping. Each time the vending machine operator delivers a locked money box to the duty officer, what action must be taken?

1. The locked money box and meter reading are turned over to the duty officer, all cash is counted and verified, and a cash receipt is received by the vending machine operator
2. The money box and the keys to the money box are turned over to the duty officer, but the cash is not counted
3. The locked money box and meter reading are turned over to the duty officer, and an entry is made in the money box log and signed by the vending machine operator and the duty officer
4. The locked money box is turned over to the duty officer for safekeeping without signing for or counting the money

3-12. How are amusement machines aboard ship acquired by the ship's store officer?

1. Purchased through a NAVRESSO Bulletin
2. Leased from the contractor
3. Purchased using a special DD Form 1155
4. Purchased through the supply center using OPTAR funds

3-13. The amusement machine money box is secured using a keyless combination lock and which of the following items?

1. A restraining bar
2. A lead car seal
3. A key-type padlock
4. A dead bolt lock

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Learning Objective: Identify the procedures used by the operator when servicing and caring for the vending machine.

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3-14. What are the two primary jobs of the vending machine operator?

1. Filling and repairing the vending machine
2. Taking care of customer complaints and repairing the vending machine
3. Filling the vending machines and taking care of customer complaints
4. Repairing and collecting money from the vending machines

3-15. What is the primary purpose of timely schedules for refilling the vending machines?

1. To increase profits
2. To ensure maximum rotation of products
3. To ensure canned sodas are cold at all times
4. To ensure a continuous supply of products and services

3-16. What action should the vending machine operator take to keep track of the canned sodas placed in each vending machine in a separate responsibility operation?

1. Keep a daily record posted in the back of the soda storeroom to account for the canned sodas put in each machine
2. Carry a memorandum book with you at all times and list the quantity of canned sodas placed in each machine daily
3. Maintain a daily record placed on the inside of each vending machine indicating the date, type, and quantities of canned sodas placed in each vending machine
4. Fill out an Intra-Store Transfer Data, NAVSUP Form 973, each time sodas are placed in a vending machine including the date, type, and quantity of canned sodas placed in each vending machine

IN ANSWERING QUESTIONS 3-17 THROUGH 3-20, SELECT FROM COLUMN B THE PROBABLE CAUSE FOR THE PROBLEM LISTED IN COLUMN A.

	A. PROBLEMS	B. PROBABLE CAUSES
3-17.	A vending machine accepts a customer's \$.50, but the customer does not get any change back even though the price of the canned soda is \$.40	1. Products were stacked in the wrong slot 2. The sold-out light is inoperative 3. The change light is inoperative 4. The coin changer is dirty
3-18.	A customer receives a product other than the one selected	
3-19.	A customer places money in the vending machine, but it does not register because it gets stuck in the coin mechanism	
3-20.	Customer places money in the vending machine; the money is accepted but when the customer pushes the selection button nothing comes out	
3-21.	To make the job of cleaning under and around the vending machine easier, the vending machine itself should be mounted on a stand so it is about how many inches off the deck?	1. 10 inches 2. 12 inches 3. 3 inches 4. 6 inches

3-22. A cleaning record should be maintained on the inside of each vending machine by the operator. This record should be kept current for how many days?

1. 60 days
2. 30 days
3. 15 days
4. 10 days

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Learning Objective: Identify the procedures for operating the snack bar aboard ship.

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3-23. What is the primary objective of the snack bar aboard ship?

1. To promote morale
2. To provide profits to the recreation fund
3. To provide crew members with a convenient place to go for snacks after normal working hours
4. To give the best possible service to the greatest number of customers

3-24. In determining the type of service to be rendered by the snack bar aboard ship, you must consider the availability of which of the following factors?

1. Equipment and space only
2. Space and personnel only
3. Personnel, time, and equipment only
4. Time, personnel, space, and equipment

3-25. What is the operating goal for the snack bar?

1. A 35 percent markup over the cost of the items sold
2. The amount of money needed to purchase new supplies
3. The desired gross profit percent
4. The gross amount of sales anticipated for the accounting period

3-26. The operating goal for the snack bar is established by what individual?

1. The ship's store officer
2. The supply officer
3. The commanding officer
4. The snack bar operator

● In answering question 3-27, refer to the information in the following paragraph.

You are determining the selling price for ice cream in the snack bar. The cost of selling the ice cream is \$1.20. The desired profit margin for the snack bar is 35%.

3-27. What should the selling price for the ice cream be?

1. \$1.85
2. \$1.70
3. \$1.65
4. \$1.60

3-28. The Production Record, NAVSUP Form 241, is maintained to determine the cost per portion of those items manufactured in the snack bar. What individual maintains the NAVSUP Form 241?

1. The office recordskeeper
2. The cash collection agent
3. The leading Ship's Serviceman
4. The snack bar operator

3-29. How often will the ship's store officer check the NAVSUP Form 241?

1. Every time inventory is taken in the snack bar
2. Each accounting period
3. Monthly
4. Weekly

3-30. The value of retail items sold in the snack bar must be computed at what minimum frequency?

1. Each accounting period
2. Monthly or as required
3. Weekly
4. Daily

3-31. All cash collected from the snack bar is included and recorded with the sales from the retail store.

1. True
2. False

3-32. When the snack bar is operated by more than one person, how often will cash be collected?

1. At the end of each accounting period
2. Monthly
3. At the end of each shift
4. Twice weekly

3-33. How often should a representative from the medical department aboard ship inspect the snack bar for sanitation and cleanliness?

1. Once every 2 weeks
2. Daily
3. Monthly
4. Weekly

3-34. Once the operator of the snack bar receives his or her initial physical examination, how often thereafter is he or she required to receive another physical?

1. Annually
2. Every 6 months
3. Each accounting period
4. Monthly

3-35. Utensils used for serving ice cream or frozen desserts must be kept in running water or water maintained at what temperature in between servings?

1. 200°F
2. 180°F
3. 160°F
4. 130°F

- 3-36. Once the equipment used to manufacture ice cream is cleaned and disinfected, the interior parts of the machine that come in contact with the ice cream can only be touched by the operator's hands at which of the following times?
1. When taking it apart to clean it
  2. In between servings
  3. When adding additional mix
  4. All of the above
- Questions 3-37 through 3-72 refer to chapter 3 of the text.

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Learning Objective: Determine the general duties and responsibilities of the bulk storeroom custodian.

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- 3-37. The responsibility for effectively arranging stock in the ship's store storerooms begins with what individual?
1. The commanding officer
  2. The ship's store officer
  3. The leading Ship's Serviceman
  4. The person in charge of the storeroom
- 3-38. The bulk storeroom custodian is responsible to what individual for the stock in the bulk storeroom?
1. Retail store operator
  2. Office supervisor
  3. Ship's store officer
  4. Ship's store recordskeeper
- 3-39. During the receipt of material, the bulk storeroom custodian will accept responsibility and custody for materials received once he or she performs which of the following actions?
1. Signs and dates the dealer's bill
  2. Signs the receipt document
  3. Signs the letter of assignment
  4. Changes the padlock combination to the bulk storeroom

- 3-40. The responsibilities of the bulk storeroom custodian are assigned in writing by what individual?

1. The leading Ship's Serviceman
2. The commanding officer
3. The supply officer
4. The ship's store officer

- 3-41. Stowing materials in the bulk storeroom not in the custody of the bulk storeroom custodian is acceptable under which of the following conditions?

1. Just before deployment overseas
2. When the storeroom is not being inventoried
3. When stowage space is limited for one of the other supply divisions
4. When an emergency exists and the commanding officer authorizes it in writing

- 3-42. What is the primary responsibility of the bulk storeroom custodian?

1. Proper stowage, security, financial accountability, receipt, and expenditure of all stock in the bulk storeroom
2. Protection of stores from damage or deterioration
3. Arranging stock for breakouts and inventories
4. Issuing stock to the retail stores

- 3-43. How should the storerooms be numbered on a ship with 10 or more bulk storerooms?

1. By department code number
2. By compartment and frame number
3. In numerical sequence
4. By commodity number

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Learning Objective: Identify procedures used for maintaining financial accountability for material in the custody of the bulk storeroom custodian.

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- 3-44. The primary factor that contributes to inventory shortages or overages in the bulk storeroom is lack of internal checks and controls.
1. True
  2. False
- 3-45. What should the bulk storeroom custodian NEVER do when receiving material into the bulk storeroom?
1. Physically inspect the merchandise for quality and damage
  2. Make sure the quantity received is the same as shown on the receipt document
  3. Change the quantity shown on the receipt document when it is not the same as the quantity counted
  4. Sign and date the accountability stamp on the receipt document without counting the merchandise
- 3-46. When receiving stock into the bulk storeroom, the custodian will obtain the retained receipt documents from which of the following files?
1. The outstanding purchase order file
  2. The incoming material file
  3. The receipt inspector's file
  4. The accountability file
- 3-47. What action will the bulk storeroom custodian take to accept merchandise receipts?
1. Circle the quantity received on the receipt document and sign and date the received block
  2. Circle the quantity received on the receipt document and sign the accountability stamp
  3. Check the quantities received and place initials by each check
  4. Sign the accountability stamp only
- 3-48. While the working party is moving materials from the pier to the bulk storeroom, which of the following personnel is/are authorized inside the bulk storeroom?
1. All personnel on the working party
  2. The leading Ship's Serviceman
  3. Only those personnel authorized by the bulk storeroom custodian
  4. The receipt inspector
- 3-49. What action should the bulk storeroom custodian take when the quantity he or she counted is not the same as shown on the receipt document?
1. Cross out the quantity shown on the receipt document, initial it, and enter and circle the actual amount received
  2. Circle the quantity shown on the receipt document; the office will take care of the shortage
  3. Circle the quantity shown on the receipt document and write the actual amount received above it
  4. Leave the receipt document blank until the ship's store officer recounts the merchandise
- 3-50. When may the bulk storeroom custodian use the quantity indicated on the outside of the container as his or her count?
1. When the case has been opened
  2. When the case has been opened but taped shut
  3. When the case has not been previously opened
  4. Both 2 or 3 above
- 3-51. What ship's store term is used to describe the movement of retail items from the bulk storeroom to the retail store?
1. Breakout
  2. Breakback
  3. Issue
  4. Transfer

- 3-52. Which of the following items would be issued from the bulk storeroom?
1. Cigarettes for the cigarette machine
  2. Snack bar ingredients
  3. Repair parts for the can drink machine
  4. Retail items for the retail store
- 3-53. What ship's store term is used to describe the movement of stock from the sales outlet to the bulk storeroom?
1. Breakout
  2. Breakback
  3. Issue
  4. Transfer
- 3-54. What portion(s) of the Intra-Store Transfer Data, NAVSUP Form 973, is/are given to the bulk storeroom custodian to move stock from the bulk storeroom to the retail store?
1. Original only
  2. Original and duplicate only
  3. Original, duplicate, and triplicate only
  4. Original, duplicate, triplicate, and quadruplicate
- 3-55. What action will the bulk storeroom custodian take once he or she has broken out the merchandise and recorded the quantities broken out on the breakout document?
1. Sign and forward the original to the receiving custodian
  2. Sign and forward the original and all copies to the ship's store officer
  3. Sign and forward the original to the office recordskeeper
  4. Sign and forward the quadruplicate to the office recordskeeper

- 3-56. What portion of the NAVSUP Form 973 is retained by the bulk storeroom custodian for his or her records?
1. Original
  2. Duplicate
  3. Triplicate
  4. Quadruplicate
- 3-57. What scenario can the bulk storeroom custodian expect to encounter if a discrepancy is noted between quantities broken out and quantities received?
1. Conduct an inventory of all items located in the receiving person's space
  2. Conduct an inventory of the item discrepancy in the bulk storeroom and compare it to the inventory quantities on the corresponding Stock Record, NAVSUP Form 464
  3. Survey the items missing, charging the Navy Stock Fund
  4. Mark the items missing down to zero, charging Ships' Store Profits, Navy

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Learning Objective: Identify the purpose of and procedures for conducting spot check inventories aboard ship and explain the procedures for handling tax-free tobacco products.

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- 3-58. What is the purpose of taking spot check inventories in the bulk storeroom?
1. To make sure inventory count sheets are correct
  2. To see what merchandise needs to be ordered
  3. To see if there is any difference between the quantity of stock in the bulk storeroom and the quantity shown on the NAVSUP Form 464
  4. To make sure the ship's store does not have an excess inventory on any ship's store items



3-59. When will the ship's store officer conduct spot check inventories?

1. Daily
2. Weekly
3. Monthly
4. At unannounced times

3-60. What are the procedures normally used for taking spot check inventories?

1. The bulk storeroom custodian indicates the balance on hand of each item on the Intra-Store Transfer Data, NAVSUP Form 973, after a breakout or issue
2. The bulk storeroom custodian will receive a locally prepared spot check inventory sheet from the ship's store officer and count the items listed on it
3. A two-count inventory is conducted with one person counting and one recording
4. The ship's store officer selects certain items, enters them on an Inventory Count Sheet, NAVSUP Form 238, and counts them

3-61. Tax-free tobacco products may be sold in the ship's store only when the ship is in what location?

1. Outside the 3-mile limit of the United States
2. In international waters
3. Inside a United States port
4. Inside the 3-mile limit of the United States

3-62. In addition to the normal ship's store inventory cycles, how often should tax-free cigarettes be inventoried?

1. When departing the 3-mile limit of the United States only
2. When arriving within the 3-mile limit of the United States only
3. When arriving within a CONUS port only
4. When departing from or arriving within the 3-mile limit of the United States

3-63. Tax-free tobacco products must be removed from the retail store while the ship is in a United States port. An exception to this rule would be when time does not warrant moving the products and the ship's stay in port does not exceed how many days?

1. 5 days
2. 10 days
3. 15 days
4. 30 days

3-64. Tax-free tobacco products need not be inventoried when the ship arrives within the 3-mile limit of the United States if the tax-free tobacco products are stowed in a storeroom secured by replacing the lock and attaching a numbered car seal. The above procedure is authorized at the discretion of the commanding officer when the ship is scheduled to depart beyond the 3-mile limit of the United States within what maximum time period?

1. 1 day
2. 5 days
3. 3 days
4. 15 days

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Learning Objective: Identify the procedures and regulations used to properly stow ship's store stock. (cont'd)

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- 3-65. The stowage plans for the bulk storeroom should be flexible for which of the following purposes?
1. To provide for changing conditions and requirements
  2. To make sure space is used to the maximum capacity
  3. To prevent damage to stock
  4. To prevent overstocking the storeroom
- 3-66. Your ship should begin planning for the stowage of ship's store stock within what range of months before a scheduled deployment?
1. 1 to 3 months
  2. 2 to 4 months
  3. 3 to 5 months
  4. 4 to 6 months
- 3-67. Which of the following factors will help you in determining a suitable location to stow stock?
1. Size of the storeroom
  2. Storeroom location
  3. The characteristics of the storeroom
  4. All of the above
- 3-68. What individual is responsible for preparing safety precautions for the bulk storeroom?
1. The bulk storeroom custodian
  2. The office recordskeeper
  3. The ship's safety officer
  4. The ship's store officer
- 3-69. What part of your body should you use to lift an object?
1. Your back
  2. Your arms
  3. Your shoulders
  4. Your legs
- 3-70. Which of the following actions should you avoid while carrying a load?
1. Carrying the load so you have a clear view over the top of the load
  2. Changing directions while moving the load by moving your feet
  3. Changing your grip while carrying the load
  4. Facing the spot where you are going to-set the object down
- 3-71. In what priority should the bulk storeroom custodian issue stock from the bulk storeroom?
1. First in--first out
  2. First in--last out
  3. Last in--first out
  4. Issue the stock that is easily accessible
- 3-72. When the bulk storeroom custodian receives highly perishable stock into the bulk storeroom, what date should be marked on each case?
1. Manufacturer's date
  2. Date of the purchase order
  3. Receipt date
  4. Shipping date